



**Special Olympics**  
Virginia

# Program Memo

September, 2007

## Staff Changes

Several new staff members have joined SOVA's team. Holly Claytor is our new Public Relations Director. A graduate of the VCU school of Mass Communications, Holly spent two years as a newspaper reporter before working the last three years as Media and Communications Specialist for Randolph Macon College in Ashland. Holly can be reached at [hclaytor@specialolympicsva.org](mailto:hclaytor@specialolympicsva.org) or 804-726-3025 or toll-free at 800-932-4653 ext. 3025.

Carl Earnshaw is our new Southeast Section Director. Carl has worked extensively in the hospitality and recreation industries. He is a tennis coach and believes strongly that sports benefit people physically, spiritually and mentally. Carl can be reached at [cearnshaw@specialolympicsva.org](mailto:cearnshaw@specialolympicsva.org) or 757-962-1575 or toll-free at 877-874-7462.

Danielle Pokusa has accepted the position as North Central Section Director. Danielle comes to us from Special Olympics Florida where she has worked for over three years and is moving back to Virginia where she has family. Danielle will start on October 1 and can be reached at 540-841-1232.

## Office Moves

The Southeast Office in Virginia Beach moved to a new location in June. The new office houses all southeast office staff and has a small conference room available for volunteer use. Unlike in the old office, there is one phone number for the entire office staff.

Special Olympics Virginia  
184 Business Park Dr., Suite 202  
Virginia Beach, VA 23462

757-962-1575  
757-962-1573 (Fax)  
877-874-7462 (Toll-free)

The North Central office is in Fredericksburg. The address is below. Phone and fax lines will be installed soon.

Special Olympics Virginia  
4016 Plank Rd.  
Fredericksburg, VA 22407

## Protective Behaviors Training Requirement for Class A Volunteers

Special Olympics, Inc. and American Specialty Insurance Company (SOVA's insurance company) implemented a new policy requiring all Special Olympics staff and Class A Volunteers aged 16 and over to complete an on-line Protective Behaviors training course. The course takes approximately 10-15 minutes to complete and includes a test that must be passed with 100% proficiency in order to meet the training requirement. Go to [www.specialolympics.org/protectivebehaviors](http://www.specialolympics.org/protectivebehaviors) to take the online course.

Current Class A Volunteers need to take the Protective Behaviors training by December 31, 2007. New Class A Volunteers (those that apply after October 1) need to take the Protective Behaviors training as part of the screening process before they can volunteer.

SOVA will track the Protective Behaviors training requirement in its volunteer database. This information will be included in the weekly Class A Volunteer Lists that are sent to Area Coordinators starting in mid-September.

Please refer to Attachment 1 for a summary of the Protective Behaviors training requirement, additional implementation information and how to complete the requirement if volunteers do not have access to the Internet. Contact Val Reinford at [vreinford@specialolympicsva.org](mailto:vreinford@specialolympicsva.org) of 804-726-3036 or 800-932-4653 ext. 3036 if you have any questions.

SOI and American Specialty also created a Parents and Care Providers Guide that Areas/Locals may distribute to the parents/guardians of athletes in their program if they wish. This document is included as a separate file attachment.

## **Class A Volunteer Requirement for State Games**

Starting with the 2007 Fall Championships, all coaches and chaperones attending state games must be approved Class A Volunteers. A list similar to the Master Athlete List will be sent with each registration packet. Any volunteer not on the list will need to become an approved Class A Volunteer prior to the event. To become an approved Class A Volunteer, volunteers must submit a Class A Volunteer registration form, pass a background check in accordance with SOVA's Volunteer Eligibility Policy, and complete the Protective Behaviors training. Please refer to Attachment 2 for additional information about how this process will work for state games.

## **State Games Registration Procedures & Deadlines**

A number of new procedures will be implemented during the next program year in an effort to make state games better for everyone. Please refer to Attachments 3 - 5 to view state games deadlines and procedures.

## **2007 Fall Championships**

Fall Championships will be held November 3<sup>rd</sup> and 4<sup>th</sup> in Virginia Beach. Preliminaries for soccer and volleyball teams will start on Saturday with competition being held on Sunday. Equestrian riders will also be assessed on Saturday.

New for this year will be preliminaries on Saturday for golf levels 2, 3, 4 and 5 and soccer skills. Volleyball skills will do preliminaries and competition on Sunday. Rollerskaters will have the option of practicing on Saturday as in the past. This year lunch will be served for those rollerskaters who sign-up for the Saturday practice in advance.

The registration packets will be sent out on September 10<sup>th</sup> along with the family hotel information and competition schedules. We are including the family information with the registration packets in order to get the information out to families sooner so they can make their plans accordingly. The registration packet and family information will also be on SOVA's website.

This year at Fall Championships we will work with a photography company called Happy Face. Happy Face will be at the venues on Sunday morning to take team photographs and pictures of the competition. Happy Face will sell these pictures through their website at really reasonable prices. The information on Happy Face's picture packets and the times they will be at the competition sites will be included with the registration packet.

We look forward to seeing everyone at Fall Championships.

## **2007 Special Olympics World Summer Games**

The 2007 Special Olympics World Summer Games will be held in Shanghai, People's Republic of China on October 10 – 19. Over 7,000 athletes will compete in the Games, which are being held for the first time in Asia and only the second time outside of the United States.

Eight athletes representing Special Olympics Virginia and Team USA will compete in the Games. These athletes were randomly selected from all gold medal winners at state competitions in 2006. Representing SOVA are:

Evelyn Aguirre, Area 26, Athletics  
Grace Anne Braxton, Area 11, Golf  
Jon Fried, Area 3, Tennis  
Joey Goodrich, Area 9, Athletics  
Sterling Grooms, Area 13, Powerlifting  
Jennifer Mitchell, Area 26, Aquatics  
Melanie Norris, Area 2, Bowling  
Peter Zaino, Area 6, Aquatics

Good luck athletes! We know you will represent us well and will do your best as you go for the gold.

### 2009 Special Olympics World Winter Games

The 2009 Special Olympics World Winter Games will be held in Boise, Idaho. SOVA will receive a small quota for this event, and we do not yet know our quota. The random draw from among gold medal winners at the 2008 Alpine Skiing Championships and the 2008 Winter Championships will be used to select the SOVA athletes that will attend the 2009 World Winter Games.

### 2010 National Games

The 2010 National Games will be held in Lincoln and Omaha, Nebraska July 18 – 23. The dates are tentative pending facility availability. Facilities at the University of Nebraska will be used for housing, meals, ceremonies and some competition venues. Sports offered are aquatics, athletics, basketball, bocce, bowling, cycling, golf, gymnastics, powerlifting, soccer, softball, tennis and volleyball.

### Special Olympics, Inc. Launches Young Athlete Program

Young Athletes is an innovative sports play program for children with intellectual disabilities, designed to introduce them to the world of sports prior to Special Olympics eligibility at age 8. The Young Athletes program strengthens physical development and self-esteem for children ages 2 through 7 by building skills for future sports participation and socialization. Family members

and caregivers are encouraged to become involved as the child learns success through physical activity.

The focus of the program is on play rather than sports training or competition. Contact your Section Director for more information or to receive a Play Activities Guide.

### Statewide Volunteer Conference

The statewide volunteer conference held July 27 - 29 at Virginia Tech University in Blacksburg was a huge success. 197 volunteers registered for the conference making it the biggest conference in over ten years.

Next year's conference will focus on coaches' education and will most likely be held in the central part of the state. The location and dates will be confirmed early next year.

### Global Messengers

The new class of SOVA Global Messengers (GMs) was trained during the 2007 Volunteer Conference at VT. 25 athletes and mentors spent the weekend honing their public speaking skills in preparation for their two year terms as SOVA GMs. The list of the current class of GMs can be found in Attachment 6. Contact Dave Pawlowski at [dpawlowski@specialolympicsva.org](mailto:dpawlowski@specialolympicsva.org) or 804-726-3034 or 800-932-4653 ext. 3034 to schedule a GM to appear at one of your important Area functions.

### Enterprise Rental Discounts

SOVA has a corporate rate with Enterprise Rental Cars that Areas can take advantage of when renting vehicles. Refer to Attachment 7 for additional information.

## Signing Contracts on Behalf of Special Olympics Virginia

Remember that all contracts must be reviewed and signed by SOVA staff in order to insure that they meet SOVA's insurance requirements. Volunteers should fax all contracts to their Section Director for review and a signature.

Many contracts contain hold harmless language that must be changed before a SOVA representative can sign the contract. SOVA staff work with the staff at American Specialty Insurance Company to change contract language in order to protect SOVA and its volunteers.

## Centralized Accounting

Areas 14, 18, 19 and 23 have volunteered to be the first to join SOVA's centralized accounting system. Several other Areas have expressed interest in early conversion and will be added later in 2007. We anticipate all Area and Local accounts will be part of the centralized accounting system by July, 2008.

The centralized accounting system is being implemented in response to SOVA's auditor's recommendation and SOVA's Board of Director's agreement. A centralized system will ensure appropriate financial procedures over Area funds and consistency in recordkeeping, as well as relieving treasurers of some of the day to day activity. Although the Area/Local funds will be housed in one bank account, each Area/Local will maintain control of its own funds and determine how the funds are spent.

The job of the Area/Local treasurer changes from a bookkeeper to an analyst. SOVA staff will process and track all deposits and expenses and send monthly reports to the Area/Local treasurers. The treasurer's role is to make the deposits, approve expenses, analyze the activity/balances and ensure the Area/Local is within its annual budget.

Contact Kim D'Errico at 804-726-3038 or 800-932-4653 ext. 3038 or [kderrico@specialolympicsva.org](mailto:kderrico@specialolympicsva.org) if you have any questions prior to entering the system. Contact Kelly Kinser at 804-726-3020 or 800-932-4653 ext. 3020 or [kkinser@specialolympicsva.org](mailto:kkinser@specialolympicsva.org) with questions once you are in the system.

## SOVA/Torch Run Merchandise

Volunteers, athletes and family members may now purchase SOVA or Torch Run merchandise on-line. Go to our website at [www.companypromostore.com](http://www.companypromostore.com). The username is *specialvirg* and the password is *olympicsvirg*. Pick your embroidered logo, either Special Olympics Virginia or Torch Run. Add a name, title or monogram if you wish. Available merchandise includes bags and totes, golf items, hats, shirts and outerwear.

## Redskins Charity Challenge



Support Special Olympics Virginia through the Redskins Charity Challenge and your donation will be doubled! The Washington Redskins are inviting individual fans and businesses to donate funds, which will then be matched by a Charity Challenge Corporate Partner. Our partner is Dean Morehouse and MTM Builder/Developer Inc., who will match donations up to \$50,000! For more details or to donate, visit [www.specialolympicsva.org](http://www.specialolympicsva.org) and click on the Redskins Charity Challenge link at the top right of the Web page.

## Macy's Thanks for Sharing Program

During this holiday season (Sept. 19 through Dec. 31, 2007), help support Special Olympics Virginia when you enroll in Macy's "Thanks for Sharing Program." For a \$25 enrollment donation charged to your Macy's card, you will receive a Macy's gift card worth 10% off what your total purchases (with the exception of furniture and fine jewelry) from the time of enrollment until the end of the year. From each "Thanks for Sharing" enrollment fee, Macy's donates \$10 to charities.

Ten Special Olympics programs in the Southern United States, including Special Olympics Virginia, are beneficiaries of Macy's generosity this holiday season. Please spread the word about this great opportunity. Visit [www.specialolympicsva.org](http://www.specialolympicsva.org) for more details.

Area programs may also have the opportunity to participate in Macy's Shop for a Cause event on October 13. Special Olympics volunteers sell \$5 Shopping Passes and the Area gets to keep the \$5. The Shopping Pass gives the purchaser 20% off on most purchases. For more details, visit <http://www1.macys.com/campaign/shopforacause.jsp?keyword=shop%20for%20a%20cause>.

Help SOVA and shop at one of our great corporate partners -- Macy's is the presenting sponsor of the Torch Run!

## SunTrust My Cause Promotion

SunTrust, a valued partner of Special Olympics Virginia and our Law Enforcement Torch Run, has made community involvement an important part of the relationships they have in the communities they serve. As part of their commitment, SunTrust recently launched the My Cause promotion designed to help raise money for nonprofit organizations. Now through Oct. 12,

clients who open a new SunTrust Personal or Business Checking account, accept a new SunTrust Visa® Check Card, make any purchase using the card, and complete and submit an online redemption form by Nov. 15, 2007 will be empowered to make a choice: Choose for SunTrust to either donate \$100 to their favorite nonprofit organization (it must be a 501(c)(3) organization as recognized by the IRS) or choose to receive a \$50 gift card to keep for their own cause. Help spread the word about this Special Olympics Virginia fundraising opportunity to your friends, family, and personal and business contacts. For more information about My Cause and how to get involved, please visit [www.suntrust.com/mycause](http://www.suntrust.com/mycause).

## Area Revenue Opportunities

Special Olympics Virginia is registered with the Combine Virginia Campaign – code number 3844; the Combine Federal Campaign – code number 13641 (new worldwide code for SOVA); and with most local United Ways (we do not have a list of these codes at this time) in order to receive designations. Please remind all of your volunteers that this is a great way to support SOVA and your local program.

Please notify Roy Zeidman at 800-932-4653 ext. 3022 or [rzeidman@specialolympicsva.org](mailto:rzeidman@specialolympicsva.org) if an Area volunteer contributes through one of these campaigns so that we can distribute the funds to your program. We need the name of the donor that made the gift for your Area and the campaign that they are giving through. In May or June of 2008, SOVA will receive lists of the donors that have given and we will verify the gift and distribute funds to the Area programs. Thank you for your assistance.

## **PROTECTIVE BEHAVIORS TRAINING POLICY**

On behalf of the Special Olympics U.S. Risk Management and Insurance Task Force (RMITF), we wish to announce that the new online Protective Behaviors training material has been finalized and is ready for implementation by all Areas. The new training material is a critical tool for protecting Special Olympics athletes from sexual, physical, and emotional abuse. **Each Area must incorporate the new Protective Behaviors training into its regular ongoing training for all Class A Volunteers aged 16 and over.**

### **ONLINE PROTECTIVE BEHAVIORS TRAINING**

#### **How does the new system work?**

- The new Protective Behaviors training is “housed” on SOI’s Web site. SOVA will place a link to the training on its own Web site and direct Class A Volunteers to this link (<http://www.specialolympics.org/protectivebehaviors>). Each volunteer will then be able to complete the training at his/her convenience. Once a volunteer completes the training by passing a test taken at the end of the course, SOVA will receive email notification that the individual has successfully completed the training. This information will then be recorded in SOVA’s volunteer database and will be included in the weekly volunteer eligibility reports sent to Area Coordinators.

#### **What if a volunteer does not have internet access?**

- Most public libraries have computers with internet access for use by the general public. In addition, hard copies of the training can be mailed to volunteers. Volunteers that do not take the course online must submit the test to SOVA’s Richmond office in order to complete the training process.

#### **Can Areas meet the policy requirements via group training sessions?**

- Yes. Areas may obtain a CD copy of the training materials for use in group settings. However, each volunteer must take the required test and pass with 100% proficiency in order to satisfy the training requirement. Tests must be submitted to SOVA’s Richmond office in order to complete the training process.

### **PROTECTIVE BEHAVIORS TIMELINE/FREQUENCY**

#### **New Class A Volunteers**

- Areas shall not permit a new Class A Volunteer applicant to participate as a Class A Volunteer until that person has completed the Protective Behaviors training.

#### **Existing Class A Volunteers**

- Areas must ensure that all existing Class A Volunteers complete the Protective Behaviors training by December 31, 2007.

#### **All Class A Volunteers**

- All Class A Volunteers must complete the training at least once every three years.

### **CONCLUSION**

The implementation of the new Protective Behaviors training policy will help protect Special Olympics athletes from sexual, emotional and physical abuse. Protecting US Programs from substantial legal liability and adverse publicity is an important byproduct of such training.

## Attachment 2

### Class A Volunteer Requirement for State Games

**Description:** All volunteers registered as part of an Area delegation must be approved Class A Volunteers. Class A Volunteers include head of delegations, head coaches, assistant coaches, chaperones and partners. An approved Class A Volunteer is someone who:

- Completes a Class A Volunteer registration form including photo ID verification.
- Undergoes a background check (adults) or submits two references (minors).
- Meets the eligibility requirements outlined in SOVA's Volunteer Eligibility Policy.
- Completes the Protective Behaviors training (ages 16 and over).

#### **State Games Registration Process:**

1. Areas will receive a Master Class A Volunteer List similar to the Master Athlete List with each registration packet.
2. Areas will register all head of delegations, coaches, chaperones and partners for the event by name and will include a sufficient number of alternate coaches, chaperones and partners in the event that a registered Class A Volunteer cannot attend the event.
3. Areas will check-off all volunteers attending the state competition on the Master Class A Volunteer List and write-in any volunteers registered for the event who are not on the list.
4. Areas will have until a designated date to submit Class A Volunteer registration forms for volunteers written in on the list. (Generally 10 days before the event.)
5. SOVA staff will screen Class A applicants on the same day that the Class A Volunteer Form is received. The Head of Delegation and Area Coordinator will be notified by the following business day of the volunteer's status.
6. New Class A Volunteers will have until a designated date to complete the Protective Behaviors training. (Generally 10 days before the event...)
7. SOVA staff will notify the Head of Delegation and Area Coordinator within one business day when new Class A Volunteers registered for state games complete the Protective Behaviors training.
8. Once the deadline is past, all head of delegations, coaches, chaperones and partners registered for the event as participants or alternates that are not approved Class A Volunteers will be scratched from the event.

## Attachment 3



### **STATE GAMES DEADLINE POLICIES**

- All State Games Paperwork is due in to the State Office (Richmond location) by no later than 5:00 PM on the deadline date. (This includes emails, faxes, and standard mail packages.)
- Paperwork not received by the deadline will only be accepted as follows:
  - The Area will be assessed a \$250 late fee which must be paid with the packet.
  - After 5 business days no paperwork will be accepted, which means by 5:00 PM the following week.

### **STANDARD MAIL PROCEDURES**

- If you are sending paperwork via standard mail the postmark date must be at least one day prior to the deadline. (If it is one day prior you should mail it overnight to ensure prompt delivery by the due date.)
- We also ask you to follow up with a phone call to alert us you have mailed the packet out.
  - Please contact Annette Bailey at (804) 726-3019 or toll free at 800 346-4653 extension 3019.

### **FAXING PROCEDURES**

- If you are faxing paperwork, you must follow it up with a phone call to ensure that we have received the paperwork. Do not wait a day to call, call immediately before/after you send the fax. (We will not accept responsibility if we are not notified that it is coming.)
  - Please contact Annette Bailey at (804) 726-3019 or toll-free at 800 346-4653 extension 3019.

### **ELECTRONIC PROCEDURES**

- When emailing information, the state office will send a reply message acknowledging that we have received the information you sent.
- We do ask when emailing that you email to both State Games Directors who are:
  - Leisha Daniel, Director of Events  
[ldaniel@specialolympicsva.org](mailto:ldaniel@specialolympicsva.org)
  - Brooke Maloy, Director of Sports & Competition  
[bmaloy@specialolympicsva.org](mailto:bmaloy@specialolympicsva.org)



**Special Olympics  
Virginia**

**Deadlines for State Events through Summer Games 2008**

**Golf Championships**

**July 30** – Original Quota and State Golf Registration Packet sent to Areas

**August 8** – Quota Requests / Releases due

**August 13** – Quota Redistribution for State Golf Championships, assuming all Areas turned in Quota Requests / Releases

**September 5** - Golf Championships Registration Deadline

**October 10** - Medicals/Partner Forms due for State Golf Championships by 5:00 pm to Harrisonburg Office

**October 20** - Golf Championships at First Tee of Chesterfield

**Fall Championships**

**September 10** - Original Quota and Fall Championships Registration Packet sent to Areas

**September 19** - Quota Requests / Releases due

**September 24** - Quota Redistribution for Fall Champs, assuming all Areas turned in Quota Requests / Releases

**October 5** - Fall Championships Registration Deadline

**October 24** - Medicals/Partner Forms due for Fall Championships by 5:00 pm to Harrisonburg Office

**October 24** - Class A Volunteer Forms due for Fall Championships by 5:00 pm to Richmond Office

**November 3 & 4** - Fall Championships and SOVA Masters Golf Tournament.

**Winter & Alpine Championships**

**November 12** - Original Quota and Winter & Alpine Championships Registration Packets sent to Areas

**November 21** - Quota Requests / Releases for Alpine & Winter Championships due

**November 26** - Quota Redistribution for Winter Champs & Alpine, assuming all Areas turned in Quota Requests / Releases

**December 14** - Winter & Alpine Skiing Registration Deadline

**January 9** - Medicals/Partner Forms due for Winter & Alpine Skiing Championships by 5:00 pm to Harrisonburg Office

**January 9** - Class A Volunteer Forms due for Winter & Alpine Championships by 5:00 pm to Richmond Office

**January 9** - Deadline for all Class A Volunteers registered for Winter & Alpine Championships to complete Protective Behaviors Training.

**January 18 & 19** - SOVA Winter Championships

**January 28 & 29** - Alpine Skiing Championships

### **Basketball Championships**

**January 21** - Original Quota and Basketball Championships Registration Packet sent to Areas

**January 30** - Quota Requests / Releases for Basketball Championships due by 5:00 pm

**February 4** - Quota Redistribution for Basketball Championships

**February 15** - Basketball Championships Registration due by 5:00 pm to Richmond office.  
After 5:00 pm, \$250.00 registration fee assessed.

**February 22** - Last date to turn in Basketball Registration Packet in order to participate in event;  
due to Richmond office by 5:00 pm. No packets accepted after 5:00 pm.

**March 5** - Medicals/Partner Forms due for Basketball Championships by 5:00 pm to  
Harrisonburg Office

**March 5** - Class A Volunteer Forms due for Basketball Championships by 5:00 pm to Richmond  
Office

**March 5** - Deadline for all Class A Volunteers registered for Basketball Championships to  
complete Protective Behaviors Training.

**March 14 & 15** - Basketball Championships

### **Summer Games**

**April 2** - Original Quota and Summer Games Registration Packet sent to Areas

**April 16** - Quota Requests / Releases for Summer Games due by 5:00pm

**April 21**- Quota Redistribution for Summer Games

**May 2** - Summer Games Registration Deadline due by 5:00 pm to Richmond office; \$250.00  
registration fee assessed after 5:00 pm

**May 9** - Last date to turn in Summer Games Registration Packet in order to participate in event;  
due to Richmond office by 5:00 pm. No packets accepted after 5:00 pm.

**May 21** - Medicals/Partner Forms due for Summer Games by 5:00 pm to Harrisonburg Office.

**May 21** - Class A Volunteer Forms due for Summer Games by 5:00 pm to Richmond Office

**May 21** - Deadline for all Class A Volunteers registered for Summer Games to complete  
Protective Behaviors Training.

**June 6 - 8** - Summer Games



**Special Olympics**  
**Virginia**

**Procedural Changes for 2008**

Starting with the registration packet for Basketball Championships, we will be implementing the following changes.

**1) Quota Request and Releases**

- a) We currently have a number of areas who drop a significant amount of their quota after the release date. This penalizes athletes from other Areas who are on a waiting list to participate in the event. Areas who continue to do this will have their quota reduced for future events.

**2) Registration Procedures**

- a) All registration packets will be sent directly from the Area to the Richmond SOVA office. The registration packet must have all forms associated with the registration packet filled out and returned with the packet to be complete. This includes the Master Athlete/Partner List and the Master Class A Volunteer List. We will speak directly with the HOD to fix all problems that the package may have.
- b) Due to the increasing number of late registration packets preventing SOVA from getting information turned around in a timely fashion, SOVA will be adopting the following procedures:
  - 1.) All Areas who turn their packets in by 5:00 pm the day of the deadline will not incur a registration fee. At 5:01 pm on the day of the deadline, if the packet is not in the SOVA Richmond office, the Area will be assessed a \$250.00 registration fee.
  - 2.) If an Area does not turn their packet in by the due date, the area then has until the following Friday (5 business days) after the deadline to submit their packet. If the registration packet is not turned in by 5 pm the Friday after the registration deadline, the Area will not be allowed to participate in the event.

**Example:**

*Basketball Championships*

Registration Deadline: February 15, 2008, 5:00 PM

After 5:00 PM on February 15, 2008 until February 22, 2008, 5:00 PM, the Area will be allowed to register for the event and will be assessed a \$250.00 registration fee.

It is the Area's responsibility to make sure the packet is in SOVA's Richmond office by 5:00 PM on the day of the deadline. If the Area is planning on mailing the packet, it is the Area's responsibility to make sure the registration packet arrives on time. We suggest using UPS or FedEx. If the Area chooses regular mail, it is their responsibility to make sure it arrives here on time.

*Please note: The deadline date for medicals & unified partners still stands. The medical forms & unified partners forms are due to the Harrisonburg office by 5:00 pm on the posted deadline. No forms will be accepted after 5:00 pm, which will result in the athletes and/or unified partners being scratched from the event. If an athlete and/or unified partner gets scratched, it is then the Area's responsibility to call the athlete and let him/her know.*

### **3) Coaches and Chaperones**

- a) Due to the Area's increased needs for coaches and chaperones, the former ratio of 4 athletes to 1 coach/chaperone will be lowered. The following ratios will be followed:

#### **Coaches**

Wheelchair Athletes: 1 athlete to 1 coach or chaperone

Remainder of Athletes: 3 athletes to 1 coach

#### **Chaperones**

1 chaperone for every 15 athletes in the delegation will be permitted\*

\*This number will be rounded up or down accordingly\*

#### **Example:**

Area A is coming to Summer Games with a delegation of 57 athletes including 2 wheelchair athletes.

#### Athletes:

2 Wheelchair

55 athletes

#### Coaches:

2 coaches or chaperones (1:1 ratio)

18 coaches ( $55/3 = 18.33$ ) (3:1 ratio)

Chaperones:

4 additional chaperones ( $57/15 = 3.8$ ) (15:1 ratio)

Overall, this delegation will be bringing 81 people with them to Summer Games.

57 athletes: 24 coaches/chaperones.

### **4) Buddies for Summer Games**

As everyone is aware, the Summer Games are the only event in which we have buddies. We have tried many different ways to assign buddies, but have not yet come up with a good system in order to effectively use people who have signed up to become buddies. While the buddy program is a great avenue for athlete interaction, the buddy system is our largest area of complaint. Because many Areas do not arrive to pick up their buddies on time, many buddies are left sitting for up to two hours and we end up with corporate groups leaving unhappy. The other factor is coaches using buddies as replacement coaches and many buddies are not happy about this situation.

To remedy this problem, we will not use buddies for Summer Games 2008. We will add more escorts to the competition venues.

### **5) Advance Head of Delegation**

SOVA will ask for all Areas to choose an Advanced Head of Delegation (AHOD) for the events below. The AHOD should plan to arrive prior to the start of the event and perform, at a minimum, the following job duties:

- ❖ Attend the AHOD meeting prior to the arrival of the delegations and start of the event
- ❖ Receive any pertinent information regarding the event
- ❖ Disseminate all information to the HOD and delegation members
- ❖ Review and edit the housing lists.

*\*\*\*There will be no charges assessed to the Area programs for the AHOD\*\*\**

### **Basketball Championships**

Event Start Date: Friday @ 2:00 PM

AHOD Arrival Date: Friday @ 9:00AM

(Housing available Thursday night if outside of 60 mile radius)

### **Summer Games**

Event Start Date: Friday @ 1:00 PM

AHOD Arrival Date: Thursday @ 8:30PM

### **Fall Championships**

Event Start Date: Saturday @ 11:00 AM

AHOD Arrival Date: Friday @ 8:30PM

For Areas who are day participants only, an AHOD is not necessary, but the HOD for that event will be required to attend the pre-event meeting with the AHOD's. If the HOD cannot attend the pre-event meeting, then the Area will need to assign an AHOD.

### **6) Athlete Curfew**

All athletes are expected to be checked into their rooms and remain there by 11:00 PM. Unless there is an emergency, no athlete should be out of their room after 11:00 PM. It is the responsibility of the HODs, coaches and chaperones to make sure that all athletes stay in their rooms after the set curfew. If an athlete is found outside of their room by a SOVA staff member, security staff, or a hotel employee on a non-emergency basis or without the knowledge of their coach or chaperone, the following action will take place:

- ❖ HOD will immediately be notified
- ❖ HOD will notify athletes' coach
- ❖ Athlete's name will be taken down and athlete will be written up.
- ❖ If the athlete(s) is/are found in the hall(s) again that night or any night for the remainder of the competition if it is a two night stay:
  - a) If it is the night before a competition, the athlete will be disqualified from all events. The HOD will be in charge of contacting the athletes parent(s) to explain why their athlete is not competing.
  - b) If it is a night after all competitions have ended, the athlete will not be allowed to attend the next state tournament. The HOD will be in charge of contacting the athletes parent(s) to explain why their athlete is not allowed to compete in the next state event.

All curfew violation write ups will be kept on file for one year. If an athlete receives more than three write ups in the same year, the athlete will not be allowed to come to state events for one year following the last write up. SOVA will notify Section Director, Area Coordinator and athletes parents that the athlete may not attend state events for one year.

## Attachment 6

### Global Messengers & Mentors--Class of 2007 - 2009

GLOBAL MESSENGERS	MENTORS
<b>Christina Burnette</b> Williamsburg/ Area 22	Pat Burnette Helene Flick
<b>Ashley Counts</b> Vienna/Area 26	Sandy Schwartz Gail Whalen
<b>Matthew Doyle</b> Fredericksburg/Area 11	Tim Doyle
<b>Jacob Fincham</b> Lynchburg/Area 24	Pam Davis
<b>Sherri Haunton</b> Virginia Beach/ Area 2	Kent Tuthill
<b>Louis Hayton</b> Dublin/Area 9	Justin Mosby
<b>Paulette Jackson</b> Richmond/Area 25	Michelle Reed Rosa Tyler
<b>Eddie Martin</b> Petersburg/Area 16	Fred Lowery
<b>Carlos Miller</b> Roanoke/ Area 8	Patience St. Leger
<b>Bryan Mosby</b> Riner/Area 9	Lindsey Buracker
<b>Lonnie New</b> South Boston/ Area 15	Barbara Haven
<b>Katherine Olson</b> Chesterfield/ Area 6	Olivia Coad
<b>Stefanie Ward</b> Virginia Beach/Area 2	Ginny McCoy

## Attachment 7

### Enterprise Corporate Rates for Special Olympics Virginia

Compact	\$27/Day	\$171/Week
Intermediate	\$28/Day	\$182/Week
Standard	\$32.50/Day	\$192/Week
Full Size	\$37/Day	\$213/Week
Premium	\$43/Day	\$236/Week
Luxury	\$62/Day	\$304.50/Week
Minivan	\$62/Day	\$304.50/Week
Cargo Van	\$47/Day	\$272/Week
Large SUV	\$72.50/Day	\$444/Week